



RECORDS RETENTION AND DISPOSITION SCHEDULE

Workforce Development, Department of. Adult Education Division.

Agency: Adult Education Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	84-871	LOCAL PROGRAM FILES-ADULT EDUCATION File includes program applications, approvals, quarterly and annual financial reports and evaluation reports, arranged alphabetically by the recipient-s name. Retention based on 34 CFR 76.734. [Record Series history note: This was previously a Department of Education record, consisting of R.S. Numbers 84-871 and 84-872. The entire division was transferred to Workforce Development in 2011. R.S. 84-872 was deleted at that time, with all both primary and secondary adult education records now covered under R.S. 84-871.]	TRANSFER to the RECORDS CENTER after two (2) years. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional three (3) years. TOTAL RETENTION PRIOR TO INDIANA ARCHIVES TRANSFER: FIVE (5) YEARS.
2	84-877	STATE PLAN FILES This includes working files as well as official documents and subsequent published copies.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after five (5) years.
3	84-862	GED SCORE RECORDS Records consist of official test scores from all GED testing centers in Indiana, created and received electronically. Information includes name, address, to whom scores were reported, date of birth, last grade completed, date of withdrawal from school, social security number, last school attended, test scores for each of five (5) tests and the average, test date and form, percentile rank for the United States, name of center and date certificate issued (if any). Disclosure of these records may be affected by IC 5-14-3-4.	TRANSFER to computer output microfiche (COM) every three (3) years. TRANSFER COM to the INDIANA ARCHIVES, for permanent archival retention.
4	84-873	STATE SUMMARIES-ADULT EDUCATION Records include narrative and financial reports and any compiled data on these programs, and enrollments. File is arranged chronologically by program year.	TRANSFER to the INDIANA ARCHIVES, after ten (10) years.
5	84-876	TECHNICAL ASSISTANCE/PROFESSIONAL DEVELOPMENT FILES This reference file consists of materials either developed or acquired by this division that are related to its education program, i.e., guidelines, teaching methods. It includes newspaper and magazine articles as well as original materials.	TRANSFER any original materials to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, three (3) state fiscal years after the end of the program.